

U.S. Department of Health and Human Services
Administration for Community Living
Washington, D.C. 20202-2575

FY 2015 APPLICATION PACKAGE FOR NEW GRANTS
UNDER

**THE NATIONAL INSTITUTE ON
DISABILITY, INDEPENDENT LIVING, AND
REHABILITATION RESEARCH**

**DISABILITY AND REHABILITATION
RESEARCH PROJECTS (DRRP)**

**Center on Knowledge Translation
for Employment Research**

CFDA NUMBER: 84.133A-5

FORM APPROVED

OMB No. 1820-0027, EXP. DATE 05/31/2016
SF FORM 424, 08/31/2016

DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: July 6, 2015

TABLE OF CONTENTS

Section A	Dear Applicant Letter
Section B	Notice Inviting Applications for New Awards
Section C	Notice of Final Priorities
Section D	Background Statement
Section E	General Requirements of DRRPs
Section F	Selection Criteria
Section G	Protection of Human Subjects
Section H	Application Format and Instructions <ul style="list-style-type: none">• Application for Federal Assistance (SF 424)• Table of Contents• Abstract• ED Budget Information Non-Construction Programs (ED-524)• Budget Narrative• Project Narrative• General Education Provisions Act (GEPA) Requirements – Section 427• GG Lobbying Form (90-0013)• ED Supplemental Form for SF 424• SF LLL Disclosure of Lobbying• Vitae/Bibliography/Letters of Support
Section I	Frequently Asked Questions DUNS Number Instructions
Section J	Grants.gov Submission Procedures and Tips for Applicants Application Transmittal Instructions
Section K	Voluntary Letter of Intent
Section L	Required Forms and Form Instructions
Section M	Application Checklist Paperwork Burden Statement

SECTION A

DEAR APPLICANT LETTER

Dear Applicant:

The Administrator of the Administration for Community Living invites applications for a new award in fiscal year (FY) 2015 under a priority for the Disability and Rehabilitation Research Projects (DRRP), **Center on Knowledge Translation for Employment Research (CFDA Number 84.133A-5)**. NIDILRR is seeking applications that address all elements of the priority and that propose appropriate, high-quality research methodologies. It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities, and propose projects that are designed to demonstrate outcomes that are consistent with the proposed goals.

The purpose of the DRRP program is to plan and conduct research, demonstration projects, training, and related activities to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended.

The start date for new awards for the (FY) 2015 programs will be no later than September 30, 2015.

APPLICATION PROCEDURES

This application package contains information and the required forms for potential applicants to apply and be considered for a FY 2015 grant award under this competition, including the published Federal Register notice dated **May 5, 2015**. The background statement from the Notice of Proposed Priorities is in Section D.

The closing date (application deadline) is **July 6, 2015**.

Potential applicants are advised to read the materials in this application package carefully. Please pay particular attention to the information contained in the Notice Inviting Applications on the eligible applicants and the dollar amount available for this competition, Section F – the Selection Criteria, Section G – Protection of Human Subjects, and Section H – Application Format and Instructions. Applications must be responsive to the absolute priority in Section C and the statutory, regulatory, and general requirements for the DRRP program in Section E. The application narrative should be written in the order of the

selection criteria in Section F. The selection criteria will be used by the reviewers to evaluate the application.

Include a one-page abstract. The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, proposed methodological approach, and anticipated project outcomes.

AWARD AMOUNTS, REQUIRED COST SHARE AND INDIRECT COST RATE

We will reject any application that proposes a budget exceeding the amount of **\$500,000** for a single budget period of 12 months for the **DRRP for a Center on Knowledge Translation for Employment Research (CFDA 84.133A-5)**. A minimum cost sharing of at least 1% is required and can be negotiated at the time of the grant award if not included in the application. Cost share can be a reduced indirect cost rate, donated FTE, donated space, and/or donated equipment. The indirect cost rate is your institution's federally negotiated rate.

APPLICATION SUBMISSION PROCEDURES

You **must** submit your application electronically using the Grants.gov Apply site. See Section B, Notice Inviting Applications for New Awards and Section J, Application Transmittal Instructions and Tips for Applicants and Application Transmittal Instructions.

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) ED Supplemental Form for SF 424; (10) SF LLL Disclosure of Lobbying; and (11) Vitae/Bibliography/Letters of Support. There is a file size limitation to each section, and you may upload only one document under each heading. Therefore, in order to make sure that all of your materials are uploaded successfully, you will need to combine multiple original documents for a heading (e.g., letters, resumes) into a single document before uploading.

Electronic copies must be fully uploaded on the Grants.gov site by 4:30:00 pm, Washington D. C. time on the closing date **July 6, 2015**. This process may take several hours. Therefore, please allow several hours or a full day to submit your application. If there is a submission error, additional time will be needed to correct the error and resubmit. **We encourage you to read Section J – Grants.gov Submission Procedures and Tips for Applicants and Application Transmittal Instructions**

PROGRAM REGULATIONS

These grants are subject to the requirements of the Health and Human Services Regulations 45 part 75 and general rules affecting the submittal, review, grant award, and post-award administration for grant programs.

TECHNICAL ASSISTANCE

Pre-Application Meeting: A pre-application meeting will be held between 1:00 p.m. and 3:00 p.m. on **May 26, 2015** by teleconference. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You must contact Marlene Spencer at Marlene.Spencer@acl.hhs.gov by **May 21, 2015** in order to participate in this meeting. NIDILRR staff also will be available to provide information and technical assistance via individual phone consultations from 3:30 p.m. to 4:30 p.m. on **May 26, 2015**. Requests for individual consultations during this one hour window must be made in advance to Marlene Spencer.

LETTER OF INTENT

Due to the open nature of the DRRP on Universal Design in the Built Environment competition, and to assist with the selection of reviewers for this competition, NIDILRR is requesting all potential applicants to submit a Letter of Intent (LOI) by **June 9, 2015**. Please see Section K of this kit for details.

OTHER INFORMATION

Please submit an appendix that lists every collaborating organization and individual named in the application, including staff, consultants, contractors, advisory board member, and anyone else whose selection as a peer reviewer might constitute a conflict of interest. We will use this information to help us screen for conflicts of interest with our reviewers.

Note: On July 22, 2014, President Obama signed the Workforce Innovation Opportunity Act (WIOA). WIOA was effective immediately. One provision of WIOA transferred the National Institute on Disability and Rehabilitation Research (NIDRR) from the Department of Education to the Administration for Community Living (ACL) in the Department of Health and Human Services. In addition, NIDRR's name was changed to the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR). For FY 2015, all NIDILRR priority notices will be published as ACL notices, and ACL will make all NIDILRR awards. During this transition period, however, NIDILRR will continue to review grant applications using Department of Education tools. NIDILRR will post previously-approved application kits to grants.gov, and NIDILRR applications submitted to grants.gov will be forwarded to the Department of Education's G-5 system for peer review. We are using Department of Education application kits

and peer review systems during this transition year in order to provide for a smooth and orderly process for our applicants.

If you have any questions about the information in this application package, please contact Marlene Spencer at Marlene.Spencer@acl.hhs.gov or by telephone at (202) 245-7532. Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., Washington, D. C. time, Monday through Friday.

If you experience problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726.

Thank you for your interest in this program.

Sincerely,

John Tschida,
Director,
National Institute on Disability,
Independent Living, and
Rehabilitation Research

SECTION B

NOTICE INVITING APPLICATIONS FOR NEW AWARDS

4154-01

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Applications for New Awards; National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR)--DRRP--Knowledge Translation for Employment Research and Projects for Translating Disability and Rehabilitation Research into Practice

AGENCY: Administration for Community Living, Department of Health and Human Services

ACTION: Notice.

Overview Information:

National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR)--Disability and Rehabilitation Research Projects (DRRPs)--Knowledge Translation for Employment Research (84.133A-5) and Projects for Translating Disability and Rehabilitation Research into Practice (84.133A-6)
Notice inviting applications for new awards for fiscal year (FY) 2015.

Catalog of Federal Domestic Assistance (CFDA) Numbers: 84.133A-5 and 84.133A-6.

Note: This notice invites applications for separate competitions. For funding and other key information for each of these competitions, see the chart in the Award Information section of this notice.

Dates:

Applications Available: May 5, 2015.

Note: On July 22, 2014, President Obama signed the Workforce Innovation Opportunity Act (WIOA). WIOA was effective immediately. One provision of WIOA transferred the National Institute on Disability and Rehabilitation Research (NIDRR) from the Department of Education to the Administration for Community Living (ACL) in the Department of Health and Human Services. In addition, NIDRR's name was changed to the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR). For FY 2015, all NIDILRR priority notices will be published as ACL notices, and ACL will make all NIDILRR awards. During this transition period, however, NIDILRR will continue to review grant applications using Department of Education tools. NIDILRR will post previously-approved application kits to grants.gov, and NIDILRR applications submitted to grants.gov will be forwarded to the Department of Education's G-5 system for peer review. We are using Department of Education application kits and peer review systems during this transition year in order to provide for a smooth and orderly process for our applicants.

Date of Pre-Application Meeting: May 26, 2015.

Deadline for Notice of Intent to Apply: June 9, 2015

Deadline for Transmittal of Applications: July 6, 2015.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the Disability and Rehabilitation Research Projects and Centers Program is to plan and conduct research, demonstration projects, training, and related activities, including international activities to

develop methods, procedures, and rehabilitation technology. The Program's activities are designed to maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Rehabilitation Act).

Disability and Rehabilitation Research Projects (DRRPs)

The purpose of DRRPs, which are under NIDILRR's Disability and Rehabilitation Research Projects and Centers Program, is to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended, by developing methods, procedures, and rehabilitation technologies that advance a wide range of independent living and employment outcomes for individuals with disabilities, especially individuals with the most severe disabilities. DRRPs carry out one or more of the following types of activities, as specified and defined in 34 CFR 350.13 through 350.19: research, training, demonstration, development, dissemination, utilization, and technical assistance. Additionally information on DRRPs can be found at:

<http://www2.ed.gov/programs/drrp/index.html>.

Priorities: There are three priorities for the grant competition announced in this notice. Two priorities are from the notice of final priorities for this program, published elsewhere in this issue of the Federal Register. One priority is from the notice of final priority for the Disability and Rehabilitation Research Projects

and Centers Program, published in the Federal Register on April 28, 2006 (71 FR 25472).

Absolute Priorities: For FY 2015 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are absolute priorities. Under 45 CFR Part 75 we consider only applications that meet these program priorities.

These priorities are:

Priority 1: Center on Knowledge Translation for Employment Research.

Priority 2: Projects for Translating Disability and Rehabilitation Research into Practice.

Note: The full text of these priorities is included in the notice of final priority published elsewhere in this issue of the Federal Register and in the application package for these competitions.

Priority 3--General DRRP Requirements.

Note: The full text of this priority is included in the notice of final priorities for the Disability and Rehabilitation Research Projects and Centers Program, published in the Federal Register on April 28, 2006 (71 FR 25472) and in the application package for these competitions.

Program Authority: 29 U.S.C. 764(a).

Applicable Regulations: (a) The Department of Health and Human Services General Administrative Regulations in 45 CFR part 75 (b) Audit Requirements for Federal Awards in 45 CFR part 75 Subpart F; (c) 45 CFR part 75 Non-procurement Debarment and Suspension; (d) 45 CFR part 75 Requirement for

Drug-Free Workplace (Financial Assistance); (e) The regulations for this program in 34 CFR part 350; (f) The notice of final priorities for the Disability and Rehabilitation Research Projects and Centers program published in the Federal Register on April 28, 2006 (71 FR 25472); and (g) The notice of final priority for this program, published elsewhere in this issue of the Federal Register.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$950,000.

Maximum Award: See chart.

Estimated Number of Awards: See chart.

Note: The Department is not bound by any estimates in this notice.

Project Period: See chart.

CFDA Number and Name	Applications Available	Deadline for Transmittal of Applications	Estimated Available Funds	Maximum Award Amount (per year)¹²³	Estimated Number of Awards	Project Period (months)
84.133A-5, Center on Knowledge Translation for Employment Research	May 5, 2015	July 6, 2015	\$500,000	\$500,000	1	60
84.133A-6, Projects for Translating Disability and Rehabilitation Research into Practice	May 5, 2015	July 6, 2015	\$450,000	\$150,000	3	60

¹ Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2015 and any subsequent year from the list of unfunded applicants from these competitions.

² We will reject any application that proposes a budget exceeding the Maximum Amount. The Administrator of the Administration for Community Living may change the maximum amount through a notice published in the Federal Register.

³ The maximum award amount includes both direct and indirect costs.

III. Eligibility Information

1. Eligible Applicants: States; public or private agencies, including for-profit agencies; public or private organizations, including for-profit organizations; IHEs; and Indian tribes and tribal organizations.

2. Cost Sharing or Matching: Cost sharing for this program is required by 34 CFR 350.62(a). NIDILRR requires that grantees provide cost sharing in the amount of at least 1% of Federal funds.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package for these competitions via grants.gov, or by contacting Marlene Spencer: U.S. Department of Health and Human Services, 400 Maryland Avenue, SW., room 5133, PCP, Washington, DC 20202-2700. Telephone: (202) 245-7532 or by email: marlene.spencer@acl.hhs.gov.

If you request an application from Marlene Spencer, be sure to identify this competition as follows: CFDA number 84.133A-5 or 84.133A-6.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application packages for the competitions announced in this notice.

Notice of Intent to Apply: Due to the open nature of the DRRP priorities announced here, and to assist with the selection of reviewers for this competition, NIDILRR is requesting all potential applicants submit a letter of intent (LOI). The submission is not mandatory, and the content of the LOI will not be peer reviewed or otherwise used to rate an applicant's application.

Each LOI should be limited to a maximum of four pages and include the following information: (1) the title of the proposed project, the name of the applicant, the name of the Project Director or Principal Investigator (PI), and the names of partner institutions and entities; (2) a brief statement of the vision, goals, and objectives of the proposed project and a description of its proposed activities at a sufficient level of detail to allow NIDILRR to select potential peer reviewers; (3) a list of proposed project staff including the Project Director or PI and key personnel; (4) a list of individuals whose selection as a peer reviewer might constitute a conflict of interest due to involvement in proposal development, selection as an advisory board member, co-PI relationships, etc.; and (5) contact information for the Project Director or PI. Submission of a LOI is not a prerequisite for eligibility to submit an application.

NIDILRR will accept the LOI via mail (through the U.S. Postal Service or commercial carrier) or email, by June 9, 2015. The LOI must be sent to: Marlene Spencer, U.S. Department of Health and Human Services, 550 12th Street, SW., room 5133, PCP, Washington, DC 20202; or by email to: Marlene.Spencer@acl.hhs.gov.

For further information regarding the LOI submission process, contact Marlene Spencer at (202) 245-7532.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit Part III to the equivalent of no more than 75 pages, using the following standards:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative. You are not required to double space titles, headings, footnotes, references, and captions, or text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative section (Part III).

Note: Please submit an appendix that lists every collaborating organization and individual named in the application, including staff, consultants, contractors, and advisory board members. We will use this information to help us screen for conflicts of interest with our reviewers.

An applicant should consult NIDRR's Long-Range Plan for Fiscal Years 2013-2017 (78 FR 20299) (Plan) when preparing its application. The Plan is organized around the following research domains: (1) Community Living and Participation; (2) Health and Function; and (3) Employment.

3. Submission Dates and Times:

Applications Available: May 5, 2015.

Date of Pre-Application Meeting: Interested parties are invited to participate in a pre-application meeting and to receive information and technical assistance through individual consultation with NIDILRR staff. The pre-application meeting will be held on May 26, 2015. Interested parties may participate in this meeting by conference call with

NIDILRR staff from the Administration for Community Living between 1:00 p.m. and 3:00 p.m., Washington, DC time. NIDILRR staff also will be available from 3:30 p.m. to 4:30 p.m., Washington, DC time, on the same day, by telephone, to provide information and technical assistance through individual consultation. For further information or to make arrangements to participate in the meeting via conference call or to arrange for an individual consultation, contact the person listed under For Further Information Contact in section VII of this notice.

Deadline for Notice of Intent to Apply: June 9, 2015.

Deadline for Transmittal of Applications: July 6, 2015.

Applications for grants under these competitions must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is not subject to Executive Order 12372.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Health and Human Services, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central Contractor Registry (CCR)), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one-to-two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department,

please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov and before you can submit an application through Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:
www.grants.gov/web/grants/register.html

7. Other Submission Requirements: Applications for grants under the program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under Knowledge Translation for Employment Research and Projects for Translating Disability and Rehabilitation Research into Practice, CFDA Number 84.133A-5 or 84.133A-6, must be submitted electronically using the

Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for Knowledge Translation for Employment Research and Projects for Translating Disability and Rehabilitation Research into Practice DRRP competition at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.133, not 84.133A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--

after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do

not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material. Additional, detailed information on how to attach files is in the application instructions.

- Your electronic application must comply with any page-limit requirements described in this notice.
- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by email. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).
- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further

Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement

to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Marlene Spencer, U.S. Department of Health and Human Services, 400 Maryland Avenue, SW., room 5133, Potomac Center Plaza (PCP), Washington, DC 20202-2700. FAX: (202) 245-7323.

Your paper application must be submitted in accordance with the mail instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education,
Application Control Center,
Attention: (CFDA Number 84.133A-5; or 84.133A-6)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260.

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Administrator of the Administration for Community Living of the U.S. Department of Health and Human Services.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Note for Mail of Paper Applications: If you mail your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the program under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 350.54 and are listed in the application package.

2. Review and Selection Process: Final award decisions will be made by the Administrator, ACL. In making these decisions, the Administrator will take into consideration: ranking of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected. Under Section 75.205, item (3) history of performance is an item that is reviewed.

In addition, in making a competitive grant award, the Administrator of the Administration for Community Living also requires various assurances including those

applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Health and Human Services 45 CFR part 75.

3. Special Conditions: Under 45 CFR part 75 the Administrator of the Administration for Community Living may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 45 CFR part 75, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we send you a Notice of Award (NOA); or we may send you an email containing a link to access an electronic version of your NOA. We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the NOA. The NOA also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 45 CFR part 75 should you receive funding under the competition. This does not apply if you have an exception under 45 CFR part 75.

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Administrator of the Administration for Community Living. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Administrator of the Administration for Community Living under 45 CFR part 75. All NIDILRR grantees will submit their annual and final reports through NIDILRR's online reporting system and as designated in the terms and conditions of your NOA. The Administrator of the Administration for Community Living may also require more frequent performance reports under 45 CFR part 75. For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

(c) FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following link:

http://www.acl.gov/Funding_Opportunities/Grantee_Info/FFATA.aspx

If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information. Annual and Final Performance reports will be submitted through NIDILRR's online Performance System and as designated in the terms and conditions of your NOA. At the end of your project period, you must submit a final performance report, including financial information.

Note: NIDILRR will provide information by letter to successful grantees on how and when to submit the report.

4. Performance Measures: To evaluate the overall success of its research program, NIDILRR assesses the quality of its funded projects through a review of grantee performance and accomplishments. Each year, NIDILRR examines a portion of its grantees to determine:

- The number of products (e.g., new or improved tools, methods, discoveries, standards, interventions, programs, or devices developed or tested with NIDILRR funding) that have been judged by expert panels to be of high quality and to advance the field.
- The average number of publications per award based on NIDILRR-funded research and development activities in refereed journals.
- The percentage of new NIDILRR grants that assess the effectiveness of interventions, programs, and devices using rigorous methods.

NIDILRR uses information submitted by grantees as part of their Annual Performance Reports for these reviews.

5. Continuation Awards: In making a continuation award, the Administrator of the Administration for Community Living may consider, under 45 CFR part 75, the extent to which a grantee has made “substantial progress toward meeting the objectives in its approved application.” This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Administrator also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit

discrimination in programs or activities receiving Federal financial assistance from the Department. Continuation funding is also subject to availability of funds.

VII. Agency Contact

For Further Information Contact: Marlene Spencer, U.S. Department of Health and Human Services, 400 Maryland Avenue, SW., room 5133, PCP, Washington, DC 20202-2700. Telephone: (202) 245-7532 or by email: marlene.spencer@acl.hhs.gov.

If you use a TDD or a TTY, call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

VIII. Other Information

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

John Tschida,
Director
National Institute on Disability, Independent Living,
and Rehabilitation Research

SECTION C

**NOTICE OF FINAL PRIORITY
PUBLISHED: May 5, 2015**

4154-01

DEPARTMENT OF HEALTH AND HUMAN SERVICES

34 CFR Part 350

Final priorities. National Institute on Disability, Independent Living, and Rehabilitation Research--Disability and Rehabilitation Research Projects Program

CFDA Numbers: 84.133A-5 and 84.133A-6

AGENCY: Administration for Community Living, Department of Health and Human Services

ACTION: Final priority.

SUMMARY: The Administrator of the Administration for Community Living announces priorities for the Disability and Rehabilitation Research Projects (DRRPS) Program administered by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR). Specifically, we announce two priorities for DRRPs on (1) Center on Knowledge Translation for Employment Research (84.133A-5) and (2) Projects for Translating Disability and Rehabilitation Research into Practice (84.133A-6). The Administrator of the Administration for Community Living may use these priorities for competitions in fiscal year (FY) 2015 and later years. We take this action to focus research attention on an area of national need. We intend for these priorities to contribute to improved outcomes for people with disabilities through improved uptake of research-based knowledge.

EFFECTIVE DATE: These priorities are effective June 5, 2015.

FOR FURTHER INFORMATION CONTACT: Marlene Spencer, U.S.

Department of Health and Human Services, 400 Maryland Avenue,

SW., room 5133, Potomac Center Plaza (PCP), Washington, DC

20202-2700. Telephone: (202) 245-7532 or by email:

marlene.spencer@acl.hhs.gov.

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

SUPPLEMENTARY INFORMATION:

Purpose of Program: The purpose of the Disability and Rehabilitation Research Projects and Centers Program is to plan and conduct research, demonstration projects, training, and related activities, including international activities, to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Rehabilitation Act).

Disability and Rehabilitation Research Projects

The purpose of NIDILRR's DRRPs, which are funded through the Disability and Rehabilitation Research Projects and Centers Program, is to improve the effectiveness of services authorized under the Rehabilitation Act by developing methods, procedures,

and rehabilitation technologies that advance a wide range of independent living and employment outcomes for individuals with disabilities, especially individuals with the most significant disabilities. DRRPs carry out one or more of the following types of activities, as specified and defined in 34 CFR 350.13 through 350.19: research, training, demonstration, development, utilization, dissemination, and technical assistance.

An applicant for assistance under this program must demonstrate in its application how it will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds (34 CFR 350.40(a)). The approaches an applicant may take to meet this requirement are found in 34 CFR 350.40(b). Additional information on the DRRP program can be found at:

www.ed.gov/rschstat/research/pubs/res-program.html#DRRP.

Program Authority: 29 U.S.C. 762(g) and 764(b)(2).

Applicable Program Regulations: 34 CFR part 350.

We published a notice of proposed priorities (NPP) for this program in the Federal Register on March 13, 2015 (80 FR 13378). That notice contained background information and our reasons for proposing the particular priorities.

There are no differences between the proposed priorities and these final priorities.

Public Comment: In response to our invitation in the notice of proposed priorities, one party submitted comments on the proposed priorities.

Generally, we do not address technical and other minor changes. In addition, we do not address general comments that raised concerns not directly related to the proposed priorities. Analysis of Comments and Changes: An analysis of the comments and of any changes in the priorities since publication of the NPP follows.

Center on Knowledge Translation for Employment Research
(Priority 1)

We received no comments on this priority.

Projects for Translating Disability and Rehabilitation Research
into Practice (Priority 2)

Comment: One commenter asked whether NIDILRR intends the grants to be made under this priority to support the translation and use of development-based outputs, as well as research-based knowledge and products. This commenter stated that if NIDILRR does intend to support the translation and use of development-based outputs, we should consistently include such language throughout the priority.

Discussion: We do not agree with the commenter that there is a solid and clear distinction between research-based and development-based outputs. NIDILRR program regulations define "development" in terms of its basis in research. C.F.R. 350.16 defines development as the use of "knowledge and understanding gained from research to create materials, devices, systems, or methods beneficial to the target population, including design and development of prototypes and processes." The purpose of

this priority, as stated in the notice of proposed priority, is to support the translation of research-based findings or products of past or present NIDILRR-funded grants into use or adoption by their stakeholders. Applicants may propose to translate and promote the use of findings or products of any past or present NIDILRR grantee, including those engaged in research or development activities, as long as the products of those grants are based on research.

Changes: None.

FINAL PRIORITIES:

Priority 1--Center on Knowledge Translation for Employment Research.

The Administrator of the Administration for Community Living proposes a priority for a Disability and Rehabilitation Research Project to serve as the Center on Knowledge Translation for Employment Research (Center). The purpose of the proposed Center on KT for Employment Research is to promote the use of employment research findings to improve practices and policies that support improved employment outcomes of individuals with disabilities. The center will achieve this purpose by 1) working with employment-focused NIDILRR grantees to identify research findings that can be used to improve employment outcomes for individuals with disabilities, 2) identifying areas in which stakeholders' needs for research-based knowledge are most pressing, and 3) investigating and promoting effective

strategies to increase the appropriate use of the best available research-based knowledge in the field.

Under this priority, the Center must be designed to contribute to the following outcomes:

(a) Increased understanding of processes and practices that will lead to successful knowledge translation in the field of employment for individuals with disabilities;

(b) Increased adoption and use of relevant research findings funded by NIDILRR and other entities, to improve employment of individuals with disabilities; and

(c) Increased capacity of NIDILRR's employment-focused grantees to plan and engage in knowledge translation activities.

The Center must contribute to these outcomes by conducting rigorous research, development, technical assistance, dissemination, and utilization activities to increase successful knowledge translation of employment research to improve employment of individuals with disabilities. In planning and conducting all activities, the Center must partner with relevant stakeholders such as employment-focused researchers, individual with disabilities, consumer organizations, employers, State and Federal agencies, and others as appropriate.

Priority 2--Projects for Translating Disability and Rehabilitation Research into Practice.

The Administrator of the Administration for Community Living proposes a priority for Disability and Rehabilitation Research Projects (DRRP). These DRRP grants will serve as Projects for

Translating Disability and Rehabilitation Research into Practice. The purpose of these projects is to support the translation of research findings or products of past or present NIDILRR-funded grants into use or adoption by their stakeholders. Under this priority, grantees must successfully move NIDILRR-sponsored research-based findings or products into actual use or adoption in real-life contexts. Grantees under this priority must also document and disseminate the knowledge translation methods that they used to facilitate the adoption or use of findings or products by stakeholders.

Each knowledge translation grant under this priority must be conducted in partnership with relevant stakeholders. These stakeholders must be actively engaged in the planning, implementation, and evaluation of all knowledge translation grant activities. Grantees under this priority must contribute to the following outcomes:

- 1) Use or adoption of NIDILRR-sponsored findings or products by relevant stakeholders;
- 2) Changes in policy, practice, or systems that are intended to improve the lives of individuals with disabilities as a result of the use or adoption of NIDILRR-sponsored findings or products; and
- 3) Increased understanding of promising practices for knowledge translation in disability, independent living, and rehabilitation research.

Grantees under this priority must contribute to these outcomes by-

(a) Identifying research-based findings or products from a NIDILRR-funded grant or grants that are ready for use or adoption in real-world settings, as well as the context or setting in which they will be used or adopted;

(b) Identifying or developing, and then implementing a knowledge translation plan to facilitate the use or adoption of findings or products in (a) by key stakeholders; and

(c) Identifying measures to evaluate the success of the uses or adoptions achieved under (b).

Types of Priorities:

When inviting applications for a competition using one or more priorities, we designate the type of each priority as absolute, competitive preference, or invitational through a notice in the Federal Register. The effect of each type of priority follows:

Absolute priority: Under an absolute priority, we consider only applications that meet the priority (45 CFR 75).

Competitive preference priority: Under a competitive preference priority, we give competitive preference to an application by (1) awarding additional points, depending on the extent to which the application meets the priority (45 CFR 75); or (2) selecting an application that meets the priority over an application of comparable merit that does not meet the priority (45 CFR 75).

Invitational priority: Under an invitational priority, we are particularly interested in applications that meet the priority. However, we do not give an application that meets the priority a preference over other applications (45 CFR 75).

This notice does not preclude us from proposing additional priorities, requirements, definitions, or selection criteria, subject to meeting applicable rulemaking requirements.

Note: This notice does not solicit applications. In any year in which we choose to use these priorities, we invite applications through a notice in the Federal Register.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

John Tschida,
Director
National Institute on Disability,
Independent Living, and Rehabilitation
Research.

SECTION D

BACKGROUND STATEMENT

Background:

There continues to be a wide disparity in employment rates between individuals with and without disabilities. As of October 2014, the employment rate for individuals with disabilities was 17.7 percent while that of individuals without disabilities was 65.2 percent (U.S. Department of Labor, 2014). This disparity in employment rates is seen across all age groups and for both men and women.

Using the best available research findings to inform practice and policy can contribute to improvements in outcomes for individuals with disabilities (Dijkers, 2009). While there are research findings in several areas related to the employment of individuals with disabilities, the use of those findings in the disability employment field to improve employment practices, policies, systems, and outcomes is not optimal (Center on Knowledge Translation for Employment research [SEDL], 2011).

The National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) has adopted the conceptual framework of knowledge translation (KT) to help promote the effective use of research findings. Within the disability employment context, KT refers to a multidimensional, active process of ensuring that new knowledge and products gained via research and development reach practitioners, employers, policy makers, and individuals with disabilities and others; are understood by these audiences; and are used to improve the employment and participation outcomes of individuals with

disabilities. KT is built upon continuing interactions and partnerships within and between different groups of knowledge creators and users. Using KT to facilitate partnerships between researchers and key stakeholders in the field of disability employment research is critical, given the limited experience that employers have with hiring, maintaining, and promoting individuals with disabilities. At the same time, potential employees with disabilities have a relative lack of experience in the paid labor force. KT strategies can be used to promote the use of research-based knowledge among employers, potential employees with disabilities, employment service providers, and other stakeholders as they seek to improve employment outcomes among individuals with disabilities.

The promise of KT for influencing employment practice and outcomes has yet to be fulfilled because there is still limited information available related to effective strategies for knowledge translation in the disability employment context (e.g. Becker et al, 2007; Graham et al., 2013; Hall et al., 2014). Thus, NIDILRR aims to sponsor research to identify or develop KT strategies that are designed to promote the use of disability employment research findings to improve employment outcomes of individuals with disabilities.

References:

Becker, D.R., Baker, S.R., Carlson, L., Flint, L., Howell, R., Lindsay, S., Moore, M., Reeder, S., & Drake, R.E. (2007).

Critical strategies for implementing supported employment. *Journal of Vocational Rehabilitation*, 27(1), 13-20.

Center on Knowledge Translation for Employment Research (2011). *Promising and proven practices in employment*.

Retrieved from

[http://kter.org/products/Promising Proven Practices 0411.pdf](http://kter.org/products/Promising_Proven_Practices_0411.pdf) .

Dijkers, M. P.J.M.. for the NCDDR Task Force on Systematic Review and Guidelines. (2009). *When the best is the enemy of the good: The nature of research evidence used in systematic reviews and guidelines*. Austin, TX: SEDL.

Graham, C., Inge, K., Wehman, P., Murphy, K., Revell, W.G., & West, M. (2013). Moving employment research into practice: Knowledge and application of evidence-based practices by State vocational rehabilitation agency staff. *Journal of Vocational Rehabilitation* 39(1), 75-81.

Hall, A., Bose, J., Winsor, J., & Migliore, A. (2014). Knowledge translation in job development: Strategies for involving families. *Journal of Applied Research in Intellectual Disabilities*, 27(5), 489-492.

U.S. Department of Labor, Bureau of Labor Statistics (2014). Table A6. Employment status of the civilian population by sex, age, and disability status, not seasonally adjusted. Retrieved from <http://www.bls.gov/news.release/empstat.t06.htm>.

Section E

General Requirement of DRRPs

General Disability and Rehabilitation Research Projects (DRRP) Requirements

Background:

NIDRR proposes the following General DRRP Requirements priority because it believes that the effectiveness of any DRRP (including any DBTAC) depends on, among other things, how well the DRRP coordinates its research efforts with the research of other NIDRR-funded projects, involves individuals with disabilities in its activities, and identifies specific anticipated outcomes that are linked to its objectives in applying for DRRP funding. Accordingly, NIDRR intends to use the General DRRP Requirements in conjunction with all of the other DRRP priorities NIDRR proposes.

Priority:

To meet this priority, the Disability and Rehabilitation Research Projects (DRRP) must—

- (a) Coordinate on research projects of mutual interest with relevant NIDILRR-funded projects, as identified through consultation with the NIDILRR project officer;
- (b) Involve individuals with disabilities in planning and implementing the DRRP's research, training, and dissemination activities, and in evaluating its work; and
- (c) Identify anticipated outcomes (i.e., advances in knowledge or changes and improvements in policy, practice, behavior, and system capacity) that are linked to the applicant's stated grant objectives.

SECTION F

SELECTION CRITERIA

(a) Responsiveness to an absolute or competitive priority. (8 points total)

- (1) The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register.
- (2) In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:
 - (i) The extent to which the applicant addresses all requirements of the absolute or competitive priority. (4 points)
 - (ii) The extent to which the applicant's proposed activities are likely to achieve the purposes of the absolute or competitive priority. (4 points)

(b) Design of research activities. (20 points total)

- (1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.
- (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers the following factors:
 - (i) The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which--
 - (A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art; (4 points)
 - (B) Each research hypothesis is theoretically sound and based on current knowledge; (4 points)
 - (C) Each sample population is appropriate and of sufficient size; (4 points)
 - (D) The data collection and measurement techniques are appropriate and likely to be effective; (5 points) and
 - (E) The data analysis methods are appropriate. (4 points)

(c) Design of development activities. (8 points total)

- (1) The Secretary considers the extent to which the design of development activities is likely to be effective in accomplishing the objectives of the project.
- (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
 - (i) The extent to which the plan for development, clinical testing, and evaluation of new devices and technology is likely to yield significant products or techniques, including consideration of the extent to which—
 - (A) The new device or technique will be developed and tested in an appropriate environment; (4 points)
 - (B) The new device or technique is likely to be cost-effective and useful; (4 points)

(d) Design of Technical Assistance Activities. (8 points total)

- (1) The Secretary considers the extent to which the design of technical assistance activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers the following factors:

(i) The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration. (3 points)

(iii) The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information. (3 points)

(iv) The extent to which the technical assistance is accessible to individuals with disabilities. (2 points)

(e) Design of dissemination activities. (8 points total)

(1) The Secretary considers the extent to which the design of dissemination activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the methods for dissemination are of sufficient quality, intensity, and duration. (3 points)

(ii) The extent to which the materials and information to be disseminated and the methods for dissemination are appropriate to the target population, including consideration of the familiarity of the target population with the subject matter, format of the information, and subject matter. (3 points)

(iii) The extent to which the information to be disseminated will be accessible to individuals with disabilities. (2 points)

(f) Design of utilization activities. (8 points total)

(1) The Secretary considers the extent to which the design of utilization activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the potential new users of the information or technology have a practical use for the information and are likely to adopt the practices or use the information or technology, including new devices. (4 points)

(ii) The extent to which the utilization strategies are likely to be effective. (4 points)

(g) Collaboration. (6 Points total)

(1) The Secretary considers the quality of collaboration.

(2) In determining the quality of collaboration, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant's proposed collaboration with one or more agencies, organizations, or institutions is likely to be effective in achieving the relevant proposed activities of the project. (3 points)

(ii) The extent to which agencies, organizations, or institutions that commit to collaborate with the applicant have the capacity to carry out collaborative activities. (3 points)

(h) Plan of operation. (6 points total)

(1) The Secretary considers the quality of the plan of operation.

(2) In determining the quality of the plan of operation, the Secretary considers the following factor:

(i) The adequacy of the plan of operation to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, and timelines for accomplishing project tasks.

(i) Plan of evaluation. (8 points total)

(1) The Secretary considers the quality of the plan of evaluation.

(2) In determining the quality of the plan of evaluation, the Secretary considers the following factors:

(i) The extent to which the plan of evaluation provides for periodic assessment of progress toward--

(A) Implementing the plan of operation; (4 points) and

(B) Achieving the project's intended outcomes and expected impacts. (4 points)

(j) Project staff. (8 points total)

(1) The Secretary considers the quality of the project staff.

(2) In determining the quality of the project staff, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. (2 points)

(3) In addition, the Secretary considers one or more of the following:

(i) The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities. (3 points)

(ii) The extent to which the commitment of staff time is adequate to accomplish all the proposed activities of the project. (3 points)

(k) Adequacy and reasonableness of the budget. (8 points total)

(1) The Secretary considers the adequacy and the reasonableness of the proposed budget.

(2) In determining the adequacy and the reasonableness of the proposed budget, the Secretary considers the following factors:

(i) The extent to which the costs are reasonable in relation to the proposed project activities. (4 points)

(ii) The extent to which the budget for the project, including any subcontracts, is adequately justified to support the proposed project activities. (4 points)

(I) Adequacy and accessibility of resources . (4 points total)

(1) The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project.

(2) In determining the adequacy and accessibility of resources, the Secretary considers the following factors:

(i) The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate (2 points).

(ii) The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project (2 points).

SECTION G

PROTECTION OF HUMAN SUBJECTS

Protection of Human Subjects

Research activities involving human subjects supported by awards under these programs are subject to Regulations for the Protection of Human Subjects. You do **not** need an assurance or IRB approval as a condition of applying for this competition.

If you marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, you must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, please indicate which project each set of responses addresses.

A. Exempt Research Narrative. If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination that the designated exemption(s) are appropriate. The narrative must be succinct. In addition, narratives are required for each participating partner if research is being conducted at other sites.

B. Nonexempt Research Narrative. If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the seven points. Although no specific page limitation applies to this section of the application, be succinct.

Human Subjects Requirements for HHS Grants

If your proposed project(s) involves research on human subjects, you must comply with the Department of Health and Human Services (DHHS) Regulations (Title 45 Code of Federal Regulations Part 46) regarding the protection of human research subjects, unless that research is exempt as specified in the regulation. All awardees and their performance sites engaged in research involving human subjects must have or obtain (1) an assurance of compliance with the Regulations, and (2) initial and continuing approval of the research by an appropriately constituted and registered institutional review board.

In order to obtain a Federal wide Assurance (FWA) of Protection for Human Subjects, the applicant may complete an on-line application at the Office for Human Research Protections (OHRP) website or write to the OHRP for an application. To obtain a FWA, contact the OHRP at: <http://www.hhs.gov/ohrp> .

SECTION H

APPLICATION FORMAT AND INSTRUCTIONS

APPLICATION FORMAT AND INSTRUCTIONS

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (grants.gov) by the closing date unless you qualify for an exception to this requirement.

It is recommended that your electronic application (or paper application if you have requested and been approved for a waiver), be organized in the following manner and include the following:

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) ED Supplemental Form for SF 424; (10) SF LLL Disclosure of Lobbying; and (11) Vitae/Bibliography/Letters of Support . There is a file size limitation to each section and you may only upload one document under each heading. Therefore, in order to make sure that all of your materials are uploaded successfully, you will need to combine multiple original documents for a heading (e.g., letters, resumes) into a single document before uploading.

1. Application for Federal Assistance (Form SF 424)

This form requires basic identifying information about the applicant and the application.

Applicants should note that there are multiple DRRPs open and use the **RELEVANT** CFDA and Title from the NIA.

2. Table of Contents

The Table of Contents shows where and how the important sections of your proposal are organized.

While the application will be submitted electronically, the reviewers may use printed copies during the review process. The Table of Contents will assist reviewers in more efficiently and effectively evaluating your application.

Upload the Table of Contents to Optional Forms: Other Attachments.

3. Abstract

The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced.

Upload the Abstract to ED Abstract.

4. ED Budget Information Non-Construction Programs (ED-524)

Remember that you must provide complete budget information for each year of the proposed project. Use the Budget Narrative heading to upload.

Please report Federal Funds in Section A – Budget Summary and Non-Federal Funds in Section B – Budget Summary.

Specific instructions for completing the budget forms are provided within this application package.

Name: Enter the Name of the applicant organization(s) or institution(s) in the space provided.

Personnel (Line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (Line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (Line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants and trainees on line 6.

Equipment (Line 4): Indicate the cost of tangible, non-expendable personal property that has usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that on line 4.

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): There is no restricted indirect cost rate for this program. Use your institution's federally negotiated rate.

Training Stipends (line 11): There are three types of projects that might include budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:

- ☐ Fellowship or Scholarship Programs
- ☐ Educational Training Projects
- ☐ Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 18a on the application cover sheet (SF Form 424).

Cost Share: Please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds – Tab 2 and in your budget narrative.

5. Budget Narrative

This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.

Address Cost Share in a separate section of the budget narrative labeled “Cost Share.”

Please provide an itemized budget breakdown for each project year.

Upload the Budget Narrative to the Budget Narrative Section.

6. Project Narrative

The application narrative responds to the General Requirements for DRRPs found in Section E and the Selection Criteria found in Section F of this application package. The reviewers will use this section to evaluate your application.

Upload the Project Narrative to the Project Narrative Section.

Each applicant is encouraged to limit the project narrative to the equivalent of no more than 75 pages, using the following standards:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative. You are not required to double space titles, headings, footnotes, references, and captions, or text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New or Arial.

- Include all critical information in the program narrative, minimizing the need for additional appendices.
- Ensure that you attach **.PDF files only** for any attachments to your application. PDF files are the only Grants.gov approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs:
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

NOTE: The recommended page limit does not apply to the Application for Federal Assistance (SF 424), the budget narrative, the forms, the one page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the project narrative section.

7. General Education Provisions Act (GEPA) Requirements – Section 427

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

8. GG Lobbying Form (90-0013)

Instructions for completing this form are included on the grants.gov website.

9. ED Supplemental Form for SF 424

Instructions for completing this form are included on the grants.gov website.

10. SF LLL Disclosure of Lobbying

Instructions for completing this form are included on the grants.gov website.

11. Vitae/Bibliography/Letters of Support

Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project.

If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.

Upload the Vitae/Bibliography/Letters of Support to the Other Attachments-Optional Section.

SECTION I

FREQUENTLY ASKED QUESTIONS

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

1. CAN I GET AN EXTENSION OF THE DUE DATE?

In the case of most competitions the answer is no. On rare occasions the Department of Health and Human Services may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the Federal Register; this extension will identify who is eligible to apply for a given competition. There are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for Grants.gov, per the guidance included in the application package.

2. WHAT SHOULD BE INCLUDED IN THE APPLICATION?

The application should include the following: (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) ED Supplemental Form for SF 424; (10) SF LLL Disclosure of Lobbying; and (11) Vitae/Bibliography/Letters of Support. The budgets for all years, including a detailed budget narrative, should be included. If collaboration with another organization or individual is involved in any proposed activity, the application should include assurances of participation by the other parties, including written agreements or letters of cooperation. It is not useful to include general letters of support or endorsement in the application. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application. Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

3. WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

NIDILRR generally advises applicants to organize the project narrative to follow the selection criteria. The specific review criteria vary according to the specific programs and are included in this application package. Additionally, applicants should provide clearly stated hypotheses or research questions, goals, objectives, expected outcomes, and public benefit of the research or development project. The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the project, as identified in the relevant literature; citations are useful and may strengthen the proposal. Specific information on the format can be found in Section H – Application Format and Instructions of this application package.

4. ARE THERE PAGE LIMITS TO MY APPLICATION?

The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit the

application narrative to the equivalent of no more than 75 pages, using the following standards: (1) A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides; (2) Double-space (no more than three lines per vertical inch) all text in the application narrative (You are not required to double space titles, headings, footnotes, references, and captions, or text in charts, tables, figures, and graphs); (3) Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch); (4) Use one of the following fonts: Times New Roman, Courier, Courier New or Arial; and (5) Include all critical information in the program narrative, minimizing the need for additional appendices.

5. MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDILRR PROGRAM COMPETITION AT A TIME OR MORE THAN ONE APPLICATION TO A PARTICULAR PROGRAM COMPETITION?

Yes. You may submit more than one application in any given competition. You may submit to as many open competitions for which an application is responsive to the program requirements. However, each competition is unique and the selection criteria will vary from one competition to another. It is important that each separate application include the required materials for that particular competition.

6. DO I NEED AN ABSTRACT AND WHAT SHOULD IT INCLUDE?

Yes, you do need an abstract. The abstract is used by both the peer reviewers and the program staff in the review and processing of the application. The ONE-PAGE abstract should be a comprehensive description of the project (all years), not a description of the competency of the institution or project director. It is not an executive summary. It can be single-or double-spaced. Upload to ED Abstract.

7. WHAT IS THE ALLOWABLE INDIRECT COST RATE?

For the Disability Rehabilitation Research Projects (133A) applicants must have a current indirect cost rate agreement to charge indirect costs to a grant. The maximum amount of the award includes both direct and indirect costs (ED Budget Information non-Construction programs (ED-524)). More information on what you should know about indirect cost rates can be found at: <http://www.psc.gov/search/search-results.php?q=indirect+cost&search=1>

8. CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

Yes; however, for-profit organizations will not be able to collect a fee or profit on the grant.

9. CAN INDIVIDUALS APPLY FOR GRANTS?

Individuals are not eligible to apply for the Disability Rehabilitation Research Projects (DRRPs).

10. CAN NIDILRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDILRR OR LIKELY TO BE FUNDED?

No. NIDILRR staff can only advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you as to whether or not your subject area or proposed approach is likely to receive approval.

11. HOW DO I ENSURE THAT MY APPLICATION WILL BE REVIEWED UNDER THE CORRECT COMPETITION?

Applicants must clearly include the competition title and CFDA number, on the Standard Form 424, and include a project title that describes the project, based on the competition.

12. HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDILRR makes awards within six to seven months after the closing date. Unsuccessful applicants generally will be notified within that time frame as well. When NIDILRR is able to release information on the status of grant applications, it will notify applicants by letter. This information is **not** posted on the NIDILRR homepage or the Grants.gov website.

13. WHAT START DATE SHOULD I USE ON MY APPLICATION?

For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, preferably September 30. You must have a start date that allows you to complete an Annual Performance Report (APR) by July 1 with a minimum of six month of activities to report on.

14. IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?

No. Funding in subsequent years is subject to availability of funds and project performance.

15. WILL ALL APPROVED APPLICATIONS BE FUNDED?

No. Peer review can result in more applications being determined to be worthy of consideration for funding than available resources allow. Unsuccessful applicants are encouraged to consider resubmitting applications in future competitions. Funded applications will be notified in the manner described in #12.

16. HOW DO THE REPORTING REQUIREMENTS IN SUBSEQUENT YEARS IMPACT ON MY APPLICATION?

Successful applicants with multi-year grants must submit an Annual Performance Report (APR) demonstrating and documenting their progress in meeting approved project objectives and their success in addressing the performance measures outlined in the Notice Inviting Applications. Grantees must also provide the most current financial and performance measure data for each year of the project. Grantees will also be required to submit a final performance report, 90 days after the end of the project

period. The APR is submitted electronically via a web-based system. This system is maintained by a contractor. Grantees are provided an appropriate URL and personal password to access the system. The contractor will also send newly funded grantees information about when and how to submit their APR. The Department uses the applicant's performance data for program management and administration, in such areas as determining new and continuation funding and planning technical assistance. Grantees are required to participate fully in any evaluation of the NIDILRR program carried out by the Department of Health and Human Services, Administration for Community Living.

17. DO I HAVE TO INCLUDE COST SHARE IN MY APPLICATION?

NIDILRR has cost share requirements for the Disability Rehabilitation Research Projects (133A) in accordance with statutory (29 USC 762), regulatory (34 CFR Section 350.62), and administrative requirements. This information should be reflected on the SF 424 #18. (B), the ED 524 form - Section B (Budget Summary Non-Federal Funds), and in the budget narrative for each year. A minimum amount of at least 1% of the total yearly budget amount is required; however, you may include more than 1%. If the cost share amount is changed for a competition, it will be announced in the Notice Inviting Applications.

18. WHAT DO I NEED TO DO ABOUT HUMAN SUBJECTS PROTECTION IN MY RESEARCH?

If you are planning research involving human subjects at any time during the project period, you check "Yes" in the Human Subjects section of the ED supplement to the SF 424 form. If you checked "Yes," you need to indicate whether the research is exempt or not exempt from the protection of human subjects requirements and if you have an IRB number. You will need to fill out the human subjects narrative for each site where the research is being conducted. The program and the Department's human subjects staff review the applicant's response against the application itself to determine its accuracy. You will be contacted for additional information or clarification, if needed. More information can be found in the instructions for the SF 424 form and in this application package in the Human Subjects section.

19. MUST I SUBMIT MY APPLICATION VIA GRANTS.GOV?

Applications for grants for this competition must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us. **We will reject your application if you submit it in paper format unless you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.**

20. HOW WILL I RECEIVE FUNDING FOR THE ADDITIONAL YEARS OF MY GRANT (CONTINUATION AWARD)?

In making a continuation award, the Administrator of the Administration for Community Living may consider under 45 CFR part 75, the extent to which a grantee has made “substantial progress toward meeting the objectives in its approved application.” This consideration includes the review of a grantee’s progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Administrator of the Administration for Community Living also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department.

DUNS NUMBER INSTRUCTIONS

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-234-3867** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (Eastern Time) Dial 1.800.234.3867**

Note: Electronic submission via Grants.gov must use the DUNS number your organization used when it registered in the Central Contractor Registry.

SECTION J

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.) Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#). We strongly recommend that you review these details on [www.Grants.gov](#) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](#)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).)]

Primary information about SAM is available at [www.sam.gov](#). However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at : <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/about/contact-us.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov <http://www.grants.gov/web/grants/support/general-support/faqs.html>.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as

detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources:
<http://www.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

APPLICATION TRANSMITTAL INSTRUCTIONS FOR MAIL DELIVERY IF A WAIVER HAS BEEN OBTAINED

Submission of Paper Applications by Mail:

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: **CFDA number 84.133A-5**
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Administrator of the Administration for Community Living in the U.S. Department of Health and Human Services.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Note for Mail of Paper Applications: If you mail your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

SECTION K

VOLUNTARY LETTER OF INTENT

Notice of Intent to Apply:

Due to the open nature of the DRRP on Promoting Universal Design in the Built Environment competition, and to assist with the selection of reviewers for this competition, NIDILRR is requesting all potential applicants to submit a Letter of Intent (LOI). The submission is not mandatory and the content of the LOI will not be peer reviewed or otherwise used to rate an applicant's application.

Each LOI should be limited to a maximum of four pages and include the following information: (1) the title of the proposed project, which final priority will be addressed, the name of the company, the name of the Project Director or Principal Investigator (PI), and the names of partner institutions and entities; (2) a brief statement of the vision, goals, and objectives of the proposed project and a description of its activities at a sufficient level of detail to allow NIDILRR to select potential peer reviewers; (3) a list of proposed project staff including the Project Director or PI and key personnel; (4) a list of individuals whose selection as a peer reviewer might constitute a conflict of interest due to involvement in proposal development, selection as an advisory board member, co-PI relationships, etc.; and (5) contact information for the Project Director or PI.

NIDILRR will accept the optional LOI via mail (through the U.S. Postal Service or commercial carrier) or email, by **June 9, 2015**. The LOI must be sent to: Marlene Spencer, U.S. Department of Health and Human Services, 550 12th Street, SW., room 5133 PCP, Washington, DC 20202; or by email to: Marlene.Spencer@acl.hhs.gov.

For further information regarding the LOI submission process, contact Marlene Spencer at (202) 245-7532.

SECTION L
REQUIRED FORMS
and
FORM INSTRUCTIONS

APPLICATION FORMS

All electronic and paper (if a waiver has been submitted and approved) applications submitted to NIDILRR must include the following forms/parts:

- Application for Federal Assistance (SF 424)
- Table of Contents
- Abstract
- ED Budget Information Non-Construction Programs (ED-524)
- Budget Narrative
- Project Narrative
- General Education Provisions Act (GEPA) Requirements – Section 427
- GG Lobbying Form (90-0013)
- ED Supplemental Form for SF 424
- SF LLL Disclosure of Lobbying
- Vitae/Bibliography/Letters of Support

A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. All above forms are mandatory and must be submitted with the application. **If an item does not appear to be relevant, write "NA" for not applicable.**

Instructions for each form are provided on the Grants.gov website.

SECTION M

APPLICATION CHECKLIST
PAPERWORK BURDEN STATEMENT

APPLICATION CHECKLIST

[] Did you complete the registration process for Grants.gov for the mandatory electronic submission on www.grants.gov?

Does your application include each of the following?

[] Cover page (SF 424) marked appropriately with **84.133A-5**. Download correct package for **84.133A-5**

[] Priority Topic identified in the Descriptive Title in Block 12 of the SF 424

[] Budget form (ED form 524) with dollar amounts not exceeding the maximum in any year

[] Required Cost Share included on side “B” of the ED 524 and explained in the budget narrative for each year

[] Budget narrative for each year with arithmetic checked for accuracy

[] Program narrative, including abstract and responses to the selection criteria

[] Assurances and Certifications (from the forms list in section L)

[] Correctly uploaded files on Grants.gov

[] Narrative on the Protection of Human Subjects

Did you do each of the following?

[] Submit application on or before **July 6, 2015**.

[] Fully complete the upload of your application and receive successful validation of the submission before 4:30:00 pm, Washington, D. C. time on the closing date.

[] If you receive a waiver to mail your application, you should provide the required 1 original and 2 copies of the application. (If possible, please also send 9 additional paper copies and a disk copy.)

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 200 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0027. Note: Please do not return the completed application to this address.